

# AGENDA

Wednesday, April 16, 2014

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

### MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

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#### 1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

#### 4. APPROVAL OF MINUTES

- Meeting of February 19, 2014

For questions, please contact Sandy Henderson at (714) 960-8828

**5. PUBLIC HEARING**

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

a. Discussion regarding proposed new job classification of **Code Enforcement Supervisor** in the Planning & Building Department amending the City's Classification Plan.

**Recommended Action:**

Approve the new job classification of **Code Enforcement Supervisor** amending the City's Classification Plan.

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

**9. ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of May 21, 2014.

# MINUTES

Wednesday, February 19, 2014

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
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Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on April 16, 2014  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Elford called the Commission meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: Clemens, Elford, Inglee, Thompson

Commissioners absent: Bush

Others Present:

Mike Vigliotta, Chief Assistant City Attorney  
JoAnn Diaz, Principal Human Resources Analyst  
Sandy Henderson, Administrative Aide  
Dale Miller, Detention Administrator

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Thompson and seconded by Commissioner Clemens to approve the minutes for the January 15, 2014 meeting.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	1
ABSTAIN:	0

**PUBLIC HEARING**

- a. Approve the job specification revisions of the position of **Detention Shift Supervisor** in the Police Department amending the City's Classification Plan.

A motion was made by Commissioner Clemens and second by Commissioner Inglee to approve the revised job specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

- b. Approve the job specification revisions of the position of **Detention Officer Nurse** in the Police Department amending the City's Classification Plan.

A motion was made by Commissioner Clemens and second by Commissioner Thompson to approve the revised job specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

- c. Approve the job specification revisions of the position of **Detention Officer** in the Police Department amending the City's Classification Plan.

A motion was made by Commissioner Clemens and second by Commissioner Inglee to approve the revised job specification as amended.

VOTE: The motion was carried  
AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**LABOR RELATIONS UPDATE**

JoAnn Diaz, Principal Personnel Analyst, reported that negotiations are still in progress.

## **SECRETARY'S REPORT**

None

## **COMMENTS FROM COMMISSIONERS**

Commissioner Thompson requested an update regarding the outcome of the personnel matter heard on November 20, 2013.

## **ADJOURNMENT**

The meeting adjourned at 5:41PM to the next regularly scheduled meeting of March 19, 2014.

DRAFT



## CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF CODE ENFORCEMENT SUPERVISOR CLASSIFICATION  
**DATE:** APRIL 16, 2014

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The Planning and Building Department is seeking to create a supervisor to oversee the Code Enforcement division. Present staffing consists of two senior Code Enforcement Officers and three full-time and one part-time Code Enforcement Officers. The **CODE ENFORCEMENT SUPERVISOR** will be established at an hourly range of \$39.82 - \$49.33 and is represented by the Management Employees Organization (MEO).

The primary responsibility of the new position will be to plan, assign, and supervise the work of staff responsible for the inspection, investigation, and enforcement of State and City codes and ordinances relating to public nuisances, including but not limited to zoning, building, weeds, and signs. The position will report directly to the Director of Building and Planning.

An alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and requisite knowledge, skills, and abilities of existing classifications, there are none that require the specific skill set necessary to perform the work of the proposed classification.

The recommendation presented is based upon input from the Planning and Building Department and a review of similar internal and external jobs. The City and MEO have met and conferred regarding the creation of this new job class and its inclusion into the classification plan.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

### STAFF RECOMMENDATION

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<b>Proposed Job Class Title</b>	<b>Code Enforcement Supervisor</b>
<b>Proposed Pay Range:</b>	<b>\$39.82 - \$49.33 hourly</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Action:</b>	<b>Approve recommended job classification</b>

Att: Code Enforcement Supervisor Job Class Specification

Cc: Scott Hess, Director of Planning and Building  
Tom Graham, MEO President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: APRIL 16, 2014**

**COUNCIL APPROVAL:**

**JOB CODE:**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**JOB SUMMARY**

Under general direction, plans and supervises the work and activities of the Code Enforcement section within the Planning and Building Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Director of Planning and Building

Supervises: Senior Code Enforcement Officer, Code Enforcement Officer

**DISTINGUISHING CHARACTERISTICS**

Differs from Senior Code Enforcement Officer in that Code Enforcement Supervisor is responsible for exercising supervisory authority over staff while the Senior Code Enforcement Officer oversees the work of other code enforcement staff in a lead capacity.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, assigns, and supervises the work of staff responsible for the inspection, investigation, and enforcement of State and City codes and ordinances relating to public nuisances, including but not limited to zoning, building, weeds, and signs
- Establishes schedules and timelines for providing code enforcement services; determines staffing needs for assigned activities and projects and identifies resource needs
- Coordinates work projects and programs with various city officials, department personnel, and other agencies
- Assists with the development and administration of the section budget; prepares annual CDBG Code Enforcement personnel funding request and quarterly report

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT SUPERVISOR**

- Participates in the development and implementation of goals, objectives, policies and procedures; recommends and implements resulting policies and procedures
- Investigates complaints for compliance with municipal codes; issues notices and orders; issues citations
- Supervises the preparation of code enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings
- Participates in and coordinates joint inspections of properties with other agencies and City departments; researches property ownership, zoning, building and parcel histories
- Interprets building and planning project entitlements
- Compiles statistics and prepares periodic reports; prepares and reviews staff reports
- Gives presentations on code enforcement activities to local civic, educational, professional, community and neighborhood groups, the City Council and Planning Commission
- Confers with commercial and residential property owners, developers, contractors, attorneys, homeowner associations, property managers, citizen groups, outside agencies and City staff to interpret codes and resolve problems; responds to public inquiries regarding code enforcement matters
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Stays abreast of code enforcement disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Federal, state, and local laws, rules and regulations pertaining to municipal code enforcement
- Uniform Building and Housing Codes, California State Administrative Code, and



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT SUPERVISOR**

other local, state and federal laws regulating building construction, zoning, housing and occupancy standards

- Local municipal, zoning, sign, housing and property maintenance ordinances and codes
- Principles and practices of municipal planning
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Principles and practices of supervision

**Ability to:**

- Plan, organize, and monitor the work of code enforcement personnel
- Perform inspections and searches, issue citations, notices and orders
- Read maps, plans, and legal descriptions
- Interpret and explain legislation, zoning, law and policies related to coding enforcement
- Prepare and maintain records and reports of code enforcement activities
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site inspections and pursue compliance of violations

**Education:** High school diploma or equivalent supplemented by one year (30 semester units or equivalent) of college level course work in criminal justice, public administration, planning, engineering and/or other directly related subjects. Bachelor's degree in related field preferred.

**Experience:** Five years' experience inspecting, investigating and enforcing municipal or other public jurisdiction laws and ordinances governing residential, commercial and industrial properties, including two years in a lead or supervisory role.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: CODE ENFORCEMENT SUPERVISOR**

**Certifications/License:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment. Must successfully complete the State of California Penal Code 832 training prior to completion of the probationary period.

### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice.

### **PUBLIC EMPLOYEE DISASTER SERVICE WORKER**

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Est. 4/2014 - jd